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# **Departmental Quarterly Performance Report**

**Miami-Dade Housing Agency**

**Reporting Period:  
FY 2003-04  
3rd Quarter**

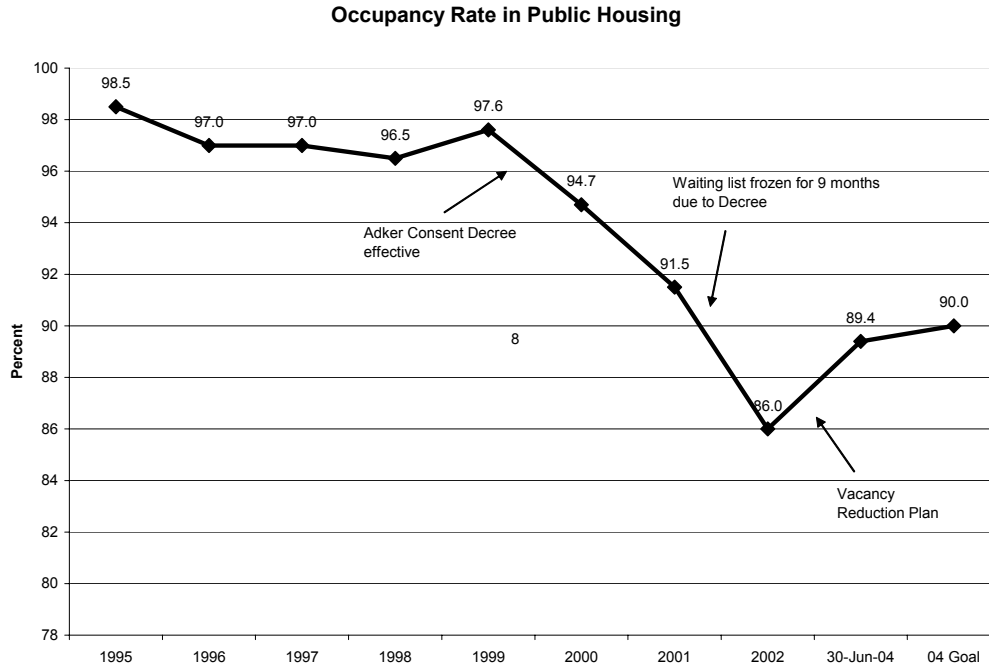
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**MAJOR PERFORMANCE INITIATIVES**

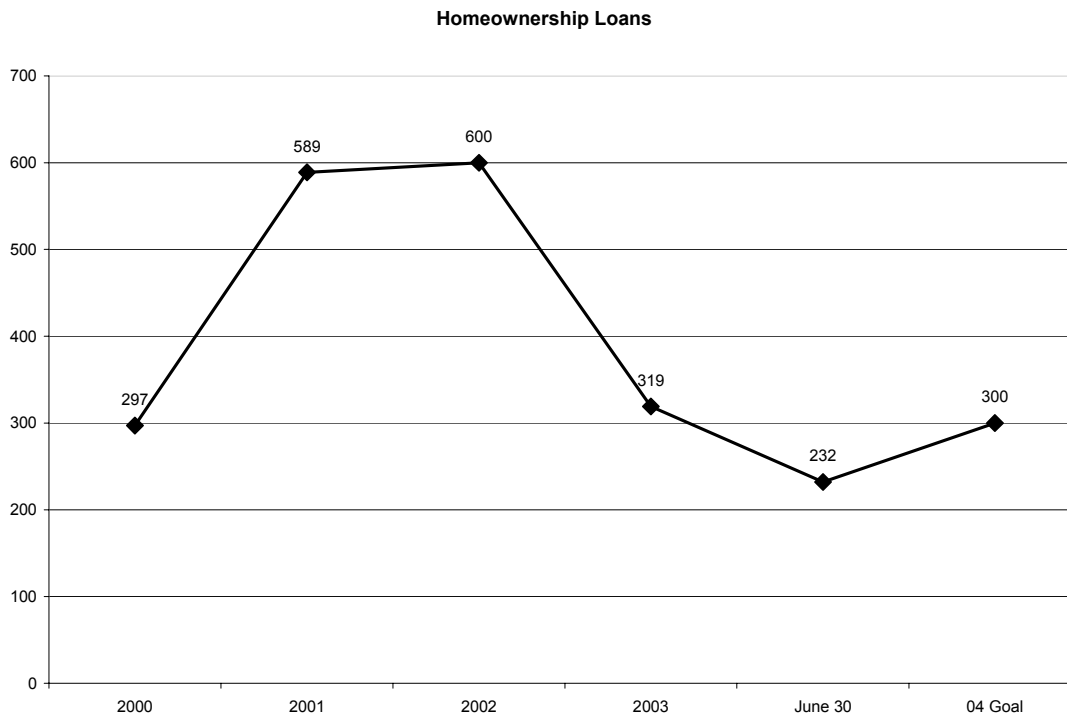
County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*

Achieve a 90% occupancy rate in public housing



☒ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☒ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*  
 Issued 67 home ownership loans valued at \$2.5 million, 17 home rehabilitation loans valued at \$400,800 through the affordable housing program from April 2004 through June 2004.



☒ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
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<p>County Mgr. Priority (Bold One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Achieve a 97% lease-up rate in Private Rental Housing</p> <p style="text-align: center;"><b>Section 8 Average Lease-up Rate</b></p> <table border="1"> <caption>Section 8 Average Lease-up Rate Data</caption> <thead> <tr> <th>Year</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1999</td> <td>90.0</td> </tr> <tr> <td>2000</td> <td>83.9</td> </tr> <tr> <td>2001</td> <td>89.0</td> </tr> <tr> <td>2002</td> <td>87.7</td> </tr> <tr> <td>2003</td> <td>94.0</td> </tr> <tr> <td>04 3rd Q</td> <td>101.0</td> </tr> <tr> <td>04 Goal</td> <td>97.0</td> </tr> </tbody> </table>	Year	Percent	1999	90.0	2000	83.9	2001	89.0	2002	87.7	2003	94.0	04 3rd Q	101.0	04 Goal	97.0	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
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<p>County Mgr. Priority (Bold One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Scott-Carver HOPE VI project is 95% vacated with 71% of residents using Section 8 vouchers for relocation; Sector 1 demolition is 100% complete; demolition of Sector IV and Carver homes has commenced. Process for permitting began on site work plans for Sector I, and bidding for this work has begun. Plans for single family homes for Sector 1 are 100% complete. Revisions were made to the plat and it was re-submitted of T-Plat approval.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>																
<p>County Mgr. Priority (Bold One): <b>People</b> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Beautification Program in the HOPE VI target area continues to be successful with the third phase underway. To date 471 homes have been beautified and 48 small contractors have been certified. Developers in the award winning Infill Program are being encouraged to use these newly certified contractors in the construction of new homes.</p> <p>The Beautification Program won an award for excellence from the National Association of Housing and Redevelopment Officials (NAHRO).</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>																
<p>County Mgr. Priority (Bold One): <b>People</b> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Fifty lots are ready for award by the BCC; the Infill Housing Committee reviewed and additional 42 lots with 33 being approved for development.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>																

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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	714	758	712	46	725	33	718	40		

**Notes:**

***B. Key Vacancies***

MDHA has an acting director with recruitment in process, and acting deputy director, which cannot be processed until a decision is reached on the director's position, and an acting director of the public housing division, which cannot be processed until a decision is reached on the deputy director.

***C. Turnover Issues***

Turnover is normal.

***D. Skill/Hiring Issues***

Looking to upgrade skills for certain key positions in Private Rental Housing Division.

***E. Part-time, Temporary and Seasonal Personnel***

Part-time: Current Budget: 120 with accelerated vacancy reduction teams; filled 93. Part-time positions will be reduced during the next fiscal year. Part-time positions were intended to be cut from the budget due to financial reasons, but during the budget hearings in September 03, monies were identified to keep 47 part-timers from losing their jobs.

Temporary Personnel: 50, a reduction of 19 personnel from earlier in the year.

***STATEMENT OF PROJECTION AND OUTLOOK***

From a financial perspective, the year-end projections indicate the agency will be within authorized spending; however, USHUD is proposing changes in funding for Section 8 that may have some impact on housing assistance payments and the administrative fee. Final decisions on this issue are pending. Vacancies in public housing are coming down steadily, and a new 0 and 1 bedroom waiting list will be opened in the 4<sup>th</sup> quarter, which should help reduce vacancies further.

Notes and Issues: None at this time.

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**FINANCIAL SUMMARY**

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR 2003-04						
		Total Annual Budget	3rd Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
♦ Surtax+	\$37,845	\$52,299	\$11,825	\$13,355	\$40,474	\$43,193	\$2,719	83
♦ SHIP+	22,099	14,530	1,882	3,285	12,648	33,742	21,094	232
♦ Section 8*	131,002	117,699	29,425	36,892	88,274	99,617	11,343	85
♦ Housing	67,305	59,383	14,846	15,227	44,537	43,075	(1,462)	73
♦ Other	3,645	3,451	564	1,294	2,588	2,949	361	85
<b>Total</b>	<b>\$261,896</b>	<b>\$247,362</b>	<b>\$58,840</b>	<b>\$70,053</b>	<b>\$188,521</b>	<b>\$222,576</b>	<b>\$34,055</b>	<b>90</b>
<b>Expense</b>								
Personnel	\$42,517	\$43,781	\$10,945	\$11,201	\$32,836	\$32,497	(\$339)	74
Operating	175,253	201,326	50,331	47,207	150,995	131,039	(19,955)	65
Capital	2,737	2,255	864	170	1,691	720	(972)	32
<b>Total</b>	<b>\$220,507</b>	<b>\$247,362</b>	<b>\$61,840</b>	<b>\$58,578</b>	<b>\$185,522</b>	<b>\$164,256</b>	<b>(\$21,266)</b>	<b>66</b>

+ Budgeted Revenue: Includes planned carryover of \$5 million and \$7 million of SURTAX and SHIP funds respectively. Year to date actual revenue includes actual carryover of \$14.8 million of SURTAX and actual carryover of \$ 20.5 million of SHIP.

\* Section 8 revenue is higher than budgeted for several reasons because of project renewals, changes in rent and conversion of mod rehab projects to vouchers. The majority of the additional revenue is for more and higher housing assistance payments approximately \$14 million..

**Equity in pooled cash (for proprietary funds only)\***

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Surtax	\$5,926	\$2,333	\$4,434	\$7,353	
SHIP	17,234	20,603	21,520	20,529	
<b>Total</b>	<b>\$23,160</b>	<b>\$22,936</b>	<b>\$25,954</b>	<b>\$27,882</b>	

\* Figures for prior year and the first two quarters have been adjusted to reflect various payables against cash and assets held in trust (committed loans not yet paid out)

**DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature  
Department Director

Date \_\_\_\_\_